

**MILITARY DEPARTMENT  
JOB OPPORTUNITY  
PAYROLL OFFICER 1**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current exam list

**Location:** Hartford Armory

**Job Posting No:** 8554

**Hours:** Monday through Friday, 8:00 A.M. to 4:30 P.M.

**Salary:** \$57,997.00 through \$73,242.00

**Closing Date:** April 25, 2014

**Eligibility Requirement:**

Candidates must have applied for and passed the Payroll Officer 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:** Knowledge of payroll practices and procedures; knowledge of governmental accounting as it applies to payroll; shift and weekend differential payments; workers compensation; employee benefits; retirement calculations; longevity considerable knowledge of performing arithmetical computations; interpersonal skills; oral communication skills and supervisory ability.

**General Experience:** Five (5) years of complex clerical work in accounting or payroll.

**Special Experience:** Two (2) years of General Experience must have had payroll preparation as the principal responsibility at the level of payroll clerk.

**Substitution Allowed:**

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a State application (CT-HR-12) available at [www.das.state.ct.us](http://www.das.state.ct.us) for Employment to:

**MILITARY DEPARTMENT  
HARTFORD ARMORY  
360 BROAD STREET  
HARTFORD, CT 06105  
HUMAN RESOURCES, ROOM # 141  
FAX NUMBER 860.548.3218**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.